

City of White Cloud
12 N. Charles Street
White Cloud, Michigan 49349

**Regular Meeting Minutes for
May 16, 2016**

A. Meeting Called to Order

The Regular Meeting of the White Cloud City Council was held on the above date at the White Cloud City Offices. Mayor Donald Barnhard called the meeting to order at 6:00 P.M.

1. Roll Call

Council Members Present: Mayor Donald Barnhard and Pro-Tem Charles Chandler
Councilmembers: Herm Becker, Richard Dault, Jeffrey Murchison, Matt Priest, and Cassie Stewart

Members Absent: None

Staff Present: City Manager Lora Kalkofen and Deputy Clerk/Treasurer Hilary Davis

Public in Attendance: Newaygo County Treasurer Holly Moon, Commissioner Chuck Trapp, Orrie & Pat Ebenstein, Laura Priest, Candice Dault, Carl & Ruth Sprout, Kasey Hershberger, Annie Schneider, and Kris Ruthven

2. Approval of Agenda

Motion by Murchison, **Seconded** by Becker to approve the May 16, 2016 agenda as presented.

Vote: Ayes- All Nays- None Motion Carried

3. Invocation and Pledge of Allegiance

Pastor Jeffery Murchison gave the invocation and Mayor Barnhard led in the Pledge of Allegiance.

B. Public Comment: - Received

1. Newaygo County Treasurer Holly Moon – Holly Moon gave the Council an update on what was happening at the County level in regards to taxes and the Newaygo County Treasurer’s office.

C. Public Hearing

1. Open Public Hearing

Motion by Chandler, **Seconded** by Stewart to open the Public Hearing.

Vote: Ayes- All Nays- None Motion Carried

2. Receive Public Comments on White Cloud Area Fire District FY 2016/17 Special Assessment - None

3. Close Public Hearing

Motion by Becker, **Seconded** by Dault to close the Public Hearing.

Vote: Ayes- All Nays- None Motion Carried

D. Approval of Minutes

1. Approval of the Regular Council Meeting Minutes of May 2, 2016

Minutes of the City of White Cloud City Council meeting held on May 2, 2016 were presented to Council for consideration.

Motion by Priest, **Seconded** by Dault to approve the Regular Meeting Minutes for the White Cloud City Council meeting held on May 2, 2016 as presented.

Vote: **Ayes-** All **Nays-** None **Motion Carried**

E. Authorization to Pay Bills & Payroll Wages

1. A listing of invoices and payroll was presented to Council for discussion and consideration.

Motion by Murchison, **Seconded** by Dault to approve the payment of invoices and payroll wages totaling \$27,075.69.

Roll Call Vote: **Ayes:** Chandler, Becker, Stewart, Dault, Murchison, Priest, and Barnhard
Nays: None
Absent: None
Abstained None

Motion Carried

F. Department Reports – None

G. City Manager Report

The City Manager/Clerk Lora Kalkofen discussed the following items with Council:

- **Bids for Loop Project** – Bid packages are ready to be distributed and an ad has been placed in the Times Indicator to include local contractors. The bids will be opened at the City Hall on June 2, 2016.
CSX is requesting that the City carry liability insurance on the water line extension that will be located under their rail system. The insurance mandated by their permit has higher limits than our current City policy. CSX offers a policy that the City can purchase for \$750 annually to meet this requirement. Kalkofen has asked the City’s insurance company to give us a quote on raising our limits to evaluate the cost difference between the options.
- **North Central Co-Op** – Assessor Michael Beach, Mark Guzniczak (NCEDO), Martin Hall (North Central Co-Op) and Kalkofen are meeting to discuss the personal property tax abatement options after the amendments to PA 328 in 2014.
- **Airport Terminal** – The Ribbon Cutting for the new airport terminal was held on May 7, 2016 and the event was well attended. This project is in the final stage of paperwork completion.
The Father’s Day Fly-In event plans are coming together. Hitts the Spot has agreed to coo the breakfast for the event.
- **Cemetery** – The VFW is hosting the Memorial Day Parade on May 30, 2016 starting at 10:00 a.m.
- **Streetlights** – Kalkofen has a new contact from Consumers Energy and will be meeting with him, in person, at the Fremont office in the next two weeks.
- **New Railing Options** – The request for bids for the front railing project will be in the Times Indicator next week.
- **Automated External Defibrillator (AED)** – Chief Mendham worked with Abby Watkins to obtain an AED for the City. This is a portable device that checks the heart rhythm and can

send an electric shock to the heart to try to restore a normal rhythm. AEDs are used to treat sudden cardiac arrest. The unit will be set up in the City office.

- **Newsletter** – The City staff is putting together the summer newsletter and Kalkofen asked Council if they had anything they would like to add to let her know at their earliest convenience.

Motion by Becker, **Seconded** by Priest to approve the Manager’s Report as presented.

Vote: **Ayes- All** **Nays- None** **Motion Carried**

H. Unfinished Business

1. City Projects

- a. City Owned Property, Solid Waste Recycling and Road Repairs – No action

2. Project Funding

- a. City Income Tax, Millage Proposal, Special Assessment - No action.

3. Purchase Order Policy - City Manager Kalkofen presented an updated Purchase Order Policy to Council for consideration and approval. The Purchase Order Policy has not been updated in many years and needed to be reviewed in order to reflect newer policies that have already been taking place as per the City Manager’s contract and other policies that are already in place.

Motion by Dault, **Seconded** by Priest to approve the Purchase Order Policy as presented.

Vote: **Ayes- All** **Nays- None** **Motion Carried**

I. New Business

1. Special Events Application – National Wild Turkey Federation

The Wild Turkey Federation submitted to Council a Special Events Application for their B.B. Gun Shoot event that will take place during the Kid’s Free Fishing Day.

Motion by Dault, **Seconded** by Stewart to approve the Wild Turkey Federation Special Events Application and waive the fee.

Vote: **Ayes- All** **Nays- None** **Motion Carried**

2. Special Events Application – Memorial Day Parade

LeRoy Stratton submitted a Special Events Application for the Memorial Day Parade.

Motion by Chandler, **Seconded** by Priest to approve the Special Events Application for the Memorial Day Parade and waive the fee.

Vote: **Ayes- All** **Nays- None** **Motion Carried**

3. Special Events Application – Kid’s Free Fishing Day

The Russell Gilbert Foundation submitted a Special Events Application for the Russell Gilbert Kid’s Free Fishing Day.

Motion by Becker, **Seconded** by Stewart to approve the Special Events Application for the Russell Gilbert Kid’s Free Fishing Day and waive the fee.

Vote: **Ayes- All** **Nays- None** **Motion Carried**

4. Resolution 2016-07 Establishing Funding Level of 2.09 Mills for the White Cloud Area Fire District for Fiscal Year 2016/17

Council was presented with Resolution 2016-07.

Motion by Becker, **Seconded** by Chandler to approve Resolution 2016-07 establishing funding level of 2.09 mills for the White Cloud Area Fire District for Fiscal Year 2016/17 as presented.

Vote: **Ayes- All** **Nays- None** **Motion Carried**

5. Resolution 2016-11 Confirming Special Assessment Roll

Council was presented with Resolution 2016-11 determining assessments are in proportion to benefits received, confirming special assessment roll, establishing lien, and providing for the payment and collection of special assessments.

Motion by Chandler, **Seconded** by Priest to approve Resolution 2016-11 as presented.

Vote: **Ayes- All** **Nays- None** **Motion Carried**

6. Resolution 2016-12 Closing a Portion of Lake White Cloud

Council was present with Resolution 2016-12 closing the portion of Lake White Cloud City Park within fifty (50) foot of water’s edge from Friday June 3, 2016 at 8:00 a.m. until Saturday June 4, 2016 at 8:00 a.m.

Motion by Priest, **Seconded** by Dault to approve Resolution 2016-12 as presented.

Vote: **Ayes- All** **Nays- None** **Motion Carried**

7. White Cloud High School Tree Planting Request

White Cloud Public School Guidance Counselor Kris Ruthven asked Council, on behalf of the students, if a group of students could plant a tree in remembrance of a student that passed away unexpectedly this year. They requested planting the tree at the Mill Pond park, where he was known to frequent.

Motion by Stewart, **Seconded** by Dault to allow the students to plant a tree at the Mill Pond park.

Vote: **Ayes- All** **Nays- None** **Motion Carried**

8. First Presentation of the City of White Cloud FY 2016/17 Budget

A copy of the proposed FY 2016/17 City of White Cloud Budget was presented to Council. This proposed budget included a recommendation from the Water Committee of a 20 cent increase on water and debt service charges per 1,000 gallons. The Personnel Committee recommended a one percent COLA increase for all employees, continuing with the same health benefits, and an increase in DPW hours by four hours a week for two employees six months out of the year. The Budget Committee has reviewed this proposed budget.

There will be a Public Hearing held at the June 6, 2016 Council meeting to receive public input. After that hearing, Council will be presented with a final budget for adoption.

9. Peddler/Vendor Permit – Ricardo Herrera

The City Manager asked Council for some guidance on how to handle the Peddler/Vendor Permits. She asked if the Planning Commission could take a closer look into our Ordinances regarding these for updates, clarification and guidelines on how to assess and work with the people applying for these types of permits.

10. Special Events Application – Firework Tent Sale

Ann Schneider and Kasey Hershberger submitted an application for the sale of fireworks by setting up a tent on the corner of M-37 and Wilcox on specific days during May – September 2016. The Certificate of Insurance was received along with clarification of dates to remove tent.

Motion by Chandler, **Seconded** by Murchsion to approve the Special Events Application for the Firework Tent Sale.

Vote: **Ayes- All** **Nays- None** **Motion Carried**

J. Public Comment: - Received

K. Council Member Comments – Received

L. Committee, Board and Authority Minutes

1. Parks & Recreation Minutes
2. Personnel Committee

M. Correspondence

1. Hazardous Waste Collection Day
2. Michigan Senate
3. Father's Day Fly-In Breakfast
4. Veterans' Affairs Board Vacancy
5. Newaygo County Administrator
6. Memorial Day Program
7. New AED for White Cloud Police Department

N. Adjournment

Motion by Dault, **Seconded** by Becker to adjourn the meeting at 7:30 P.M.

Vote: **Ayes- All** **Nays- None** **Motion Carried**



Don Barnhard, Mayor



Hilary Davis Deputy Clerk/Treasurer
Approved on June 7, 2016